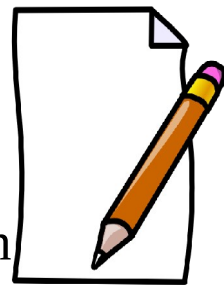


## **WRITING CHECKLIST**

**Before you start writing you will need**

### **TOOLS**

Pens – a few colours or pencils – sharp and dark enough  
Pencil sharpener, rubber and ruler and a book for writing in



### **SURFACE FEATURES – to work on while writing**

Date and then use the next clean space in the book

Write between the lines and on the line

Capital letters to start new sentences, for headings and for proper nouns (names of people and places – their names)

Writing from the margin to the page end

Full stops to finish a sentence

Mistakes - pencil rubbed out, pen put a single line through it

**When you have finished writing your story or article you will need to do these two things:**

### **IMPROVE YOUR WRITING**

Add interesting words (adjectives or verbs that make it more descriptive and fascinating to read!)

Make sure your story makes sense

Does your story flow?

Add more for interest and detail

Read through the story to see if you can add any new ideas

You may need to add more information or explanation, or delete parts that don't make sense

### **EDIT YOUR WRITING (you can ask a buddy to help)**

Check your spelling – underline words you are unsure of, look up the correct spelling (from other writing around the classroom or a dictionary, or ask a good speller!)

Check punctuation: capital letters, full-stops, commas, speech marks etc

Paragraph your writing with a new paragraph for each new idea